

**FRISCO PARKS AND RECREATION DEPARTMENT**

**MEMORANDUM**

**DATE:** November 13, 2000

**TO:** Pat Reinhart, Administrative Assistant

**FROM:** Rick Wieland, Director of Parks and Recreation

**RE:** Request to Place Agenda Item for Payment of Professional Services for Warren Sports Complex Phase IV on December 5, 2000 City Council Agenda

The purpose of this memorandum is to provide information submitted by Carter and Burgess, Inc. regarding to payment of professional services for Warren Sports Complex, Phase IV Development, in the amount of \$47,955.82

I have reviewed the pay request by Carter and Burgess, Inc. and have determined that the work performed is true and accurate.

Based on this information, I would request that this item be placed on the December 5, 2000 City Council meeting for consideration.

Should you have any questions regarding this matter, please let me know.

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|--|---|---|--|--|
| <b>DATE:</b><br><br>November 28, 2000  | <b>CITY COUNCIL MEETING DATE:</b><br><br>December 5, 2000 | <b>SUBJECT:</b><br><br>Payment of Professional Services for Warren Sports Complex Phase IV to Carter and Burgess, Inc. in the amount of \$47,955.82 | <b>AGENDA:</b><br><br>Consent <u>  X  </u><br>Legislative <u>      </u><br>Regular <u>      </u> | <b>SUBMITTED BY:</b><br><br>Rick Wieland, Director of Parks and Recreation |
| <b>REQUESTS and ALL BACKUP MATERIAL MUST BE RECEIVED NO LATER THAN 12:00P.M. ON THE WEDNESDAY PRIOR TO THE TUESDAY NIGHT OF THE CITY COUNCIL MEETING</b> |   |   |  |  |
| <b>ACTION: ITEMS THAT MUST BE COMPLETED BEFORE BEING PUT ON AGENDA</b>   |   |   |  |  |
| <u>  X  </u> <b>MEMO</b> - All Agenda Items must have Memo with Staff Comments   |   |   |  |  |
| <u>  X  </u> <b>ELECTRONIC COPY</b> (Emailed to ATCM@ci.frisco.tx.us)  |   |   |  |  |
| <u>      </u> <b>ORDINANCE</b>   |   |   |  |  |
| <u>      </u> SIGNED BY RICHARD or REBECCA   |   |   |  |  |
| <u>      </u> EXHIBITS ATTACHED  |   |   |  |  |
| <u>      </u> FOUR COPIES (1 Unstapled, 3 Stapled)   |   |   |  |  |
| <u>      </u> ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)  |   |   |  |  |
| <u>      </u> <b>RESOLUTION</b>  |   |   |  |  |
| <u>      </u> AGREEMENT & EXHIBITS ATTACHED  |   |   |  |  |
| <u>      </u> FOUR COPIES (1 Unstapled, 3 Stapled)   |   |   |  |  |
| <u>      </u> ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)  |   |   |  |  |
| <u>      </u> <b>AGREEMENT</b>   |   |   |  |  |
| <u>      </u> EXHIBITS ATTACHED  |   |   |  |  |
| <u>      </u> RESOLUTION   |   |   |  |  |
| <u>      </u> THREE COPIES (Stapled)   |   |   |  |  |
| <u>      </u> ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)  |   |   |  |  |
| <u>      </u> <b>AWARD OF BID (MUST HAVE BID NUMBER)</b>   |   |   |  |  |
| <u>      </u> BID TABULATION   |   |   |  |  |
| <u>  X  </u> <b>PAY REQUEST/CHANGE ORDERS</b>  |   |   |  |  |
| <u>      </u> <u>  X  </u> THREE COPIES (1 Unstapled, 2 Stapled)   |   |   |  |  |
| <u>      </u> <b>DISCUSSION</b>  |   |   |  |  |
| <u>      </u> BACKUP MATERIAL ON ITEM  |   |   |  |  |
| <u>      </u> ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)  |   |   |  |  |

**DISPOSITION INSTRUCTIONS:** (Please indicate what action you want taken after the Council takes requested action.) Forward payment to the following address

☒ Forward/Mail copies (# 1 ) to Carter and Burgess, Inc. at the following  
address: Carter and Burgess, Inc.

P.O. Box 972432

Dallas, Texas 75397 – 2432

☐ Return copy ( ) or original ( ) to \_\_\_\_\_ Department

☐ Other